



DEPARTMENT OF THE ARMY & AIR FORCE
WEST VIRGINIA ARMY AND AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085



ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ngb.army.mil/jobs/>

Announcement Number: 19-45	Opening Date: 15 January 2019 Closed Date: 30 January 2019
DUTY LOCATION: 167 th AW, Martinsburg, WV 25427 UNIT OF ASSIGNMENT: 167 th AW, Martinsburg, WV 25427 FULL TIME SUPPORT POSITION: Retention Office Manager MILITARY DUTY TITLE: Retention Office Manager	
MINIMUM GRADE AUTHORIZED: E-6 (must be promotable to E-7) MAXIMUM GRADE AUTHORIZED: E-7	AFSC: 8R200
AREA OF CONSIDERATION: Open to all current members of the West Virginia Air National Guard. *THIS FENCED POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**	
SPECIALITY QUALIFICATIONS 1. Must possess an overall knowledge of the ANG Recruiting and Retention Program. 2. Must possess knowledge, skill and proficiency in time management and sales techniques. 3. Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications. 4. Must be an NCO in the grade of E-6 & promotable (Technical Sergeant) or E-7 (Master Sergeant). 5. Must have at least 2 years of recruiting experience. 6. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. 7. Comply with military duty eligibility requirements in IAW ANGI 36-101. 8. Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.	

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(must be promotable to E-7)

AFSC: 8R200

MAXIMUM GRADE AUTHORIZED: E-7

9. Completion of the applicable sales training / coaching programs within one year of assignment is mandatory.

10. Completion of ANG Retention Office Managers Course within one year of assignment is mandatory.

11. Attendance at in-residence PME Course is desirable

Duties include but are not limited to: Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning. Supervise/train traditional guard members who are directly involved in retention programs. Assist RRS in establishing local retention standards based on unit strength requirements. Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds. Ensure AFRISS, DMDC and MILPDS are utilized to their full capabilities by all retention personnel. Manage office administration and serve as POC for all wing retention activities. Coordinate monthly with the ROS and the Unit Manpower Document Monitor to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the ROS. Inform RRS on retention and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRS. Generate reports to NGB/A1Y through the RRS IAW NGB guidance. Ensure retention goals are met as determined by the State RRS. Develop Unit Programs to include, Retention events, briefings, internal recruiting and advertising, UCA Training and Staff Assistance Visits (SAVs).

Air Requirements:

(1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.

(2) NGB Form 34-1 dated 11 November 2013 located on our HRO website at [http://www.wv.ngb.army.mil/jobs/AGR/ngb34-1\(1\).pdf](http://www.wv.ngb.army.mil/jobs/AGR/ngb34-1(1).pdf) under FORMS (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military

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experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.

Find the form at: <http://www.wv.ngb.army.mil/jobs/>

(3) Copy 4 (**Member Copy**) of all previously issued DD 214s.

(4) Point Credit Summary from VMPPF.
<https://ww3.afpc.randolph.af.mil/vmpf/Hub/Pages/Hub.asp>

(5) Weight verification within the last 30 days by Medical Squadron personnel.

(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.

(7) Report of Individual Fitness Status from AFFMS II.
<https://affmsprodweb.afpc.randolph.af.mil/affms/ui/dashboard.jsp>

(8) Must submit last three Enlisted Performance Reports (AGR Members Only).

(9) Report on Individual Personnel (RIP)

**** Please scan to one file before emailing****

REMARKS: Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

HOW TO APPLY: Application must be scanned into **ONE** pdf file and emailed to USAF.WV.ANG.LIST.AIR-AGR@MAIL.MIL. **Applications must be received by 1600 of the closing date. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered. Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to**

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obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6679 or DSN: 623-6679.

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.

KELLY D. AMBROSE
LTC, JA, WVARNG
Human Resource Officer

